

DETAIL and/or TEMPORARY PROMOTION NTE 120 DAYS

SUPERIOR NATIONAL FOREST

REGION 9

Position Title: Executive Assistant
Position Grade: GS-0301-09 Program Specialist
Organization: Supervisor's Office/Leadership Team
Duty Station: Duluth, MN

The Superior National Forest is seeking interested employees for this position. This position may provide an opportunity for a 120-day temporary promotion or lateral move into the Executive Assistant position serving the Forest Supervisor (FS), Deputy Forest Supervisor (DFS) and the Forest Leadership Team (FLT).

The primary purpose of this position is to serve as the staff specialist performing assignments, projects and studies related to business operations programs. The work requires knowledge of appropriate business operation functional areas. The incumbent works effectively under pressure and with changing and/or competing priorities.

Duties for the position include

The incumbent is responsible for: maintaining the calendars, scheduling meetings and arranging travel for the FS & DFS; advising the FS & DFS of important issues that develop; navigating the various subordinate levels of hierarchy and differing technical functions to determine who should handle complicated inquiries; developing and implementing procedures designed to improve FLT administrative practices and procedures; and developing and implementing administrative controls and reporting requirements relating to the work of the FS and DFS.

Interested employees

Please submit a brief Statement of Interest and Resume to **Stephen C. Popkowski, Operations Team Leader (218-626-4365)** at spopkowski@fs.fed.us by **February 6, 2015**. School transcripts should be made available upon request.

Note: The forest may fill more than one Detail and/or Temporary Promotion opportunity.

Per FSH 301-11.200, a reduced per diem rate of 55 percent will be established for extended stays greater than 30 days. Additionally, prior to reporting for the extended stay assignment, or during the first 30-day period, the employee shall seek long-term residence accommodations at reduced lodging.

The Superior National Forest, located in the Northeast tip of Minnesota is sandwiched between Lake Superior and the Canadian border. This vast woodland is one of the top recreation areas in the country and harbors bald eagles and osprey, moose and white tailed deer, timber wolves, lynx, black bear, beaver and red fox. This is the second largest forest in the National Forest System (NFS) based on gross acreage and eighth largest based on NFS acreage. One third of its three million acres contains the Boundary Waters Canoe Area Wilderness (BWCAW).

“This is the most beautiful lake country on the continent. We can afford to cherish and protect it....In the end, we turn to nature in a frenzied chaotic world, there to find silence – oneness – wholeness – spiritual release.” -----Sigurd Olson, Author

The Superior National Forest contains over 2,000 lakes. Even so, only 12% of the Forest's 3.9 million acres is covered by water. The rest is blanketed by dense, mossy floored forests of pine, spruce, aspen, birch, cedar and tamarack or saturated by vast bogs and impenetrable swamps. The Forest hosts 27 Forest Service campgrounds, 9 MN DNR campgrounds, 2,200 developed campsites within the BWCAW and 254 back country campsites outside the BWCAW. These camping areas provide quick access to 354 fishing lakes, 162 public boat landings, 29 picnic areas, 400 miles of designated hiking trails, 450 miles of groomed cross-country ski trails and over 1500 miles of canoe routes through the BWCAW. The area that is now the BWCAW was established as the Superior Roadless Area in 1938 and became part of the Wilderness system in 1964. Outside of the BWCAW, the Forest has over 2,700 miles of roads.

Duluth, Minnesota is the location of the Headquarters Office of the Superior National Forest. The Duluth community offers many diverse opportunities and something special for almost any lifestyle.

You can spend your morning paddling on a remote lake with loons calling in the background, enjoy a world class dinner at a local restaurant, attend a symphony orchestra concert in the evening and then watch the northern lights before going to bed.

Lake Superior, the nation's largest lake, is the centerpiece of Duluth and it is one of the most compelling reasons to live here. Highway 61 becomes a National Scenic Drive as it follows the shoreline north from Duluth to the Canadian border which is only a few hour's drive.

Duluth websites:

www.duluth.gov

www.visitduluth.com

Duluth is home for all seasons. With so much to see and do, you will be glad to be here

Winter - Downhill skiing, snowmobiling, ice fishing, snowboarding, cross-country skiing and snowshoeing. Numerous skating rinks both inside and outside and lots of hockey action.

Summer – Duluth harbor and the shoreline of Lake Superior is a destination for people from other parts of the state. Cool breezes on the Lakewalk provide relief from the hot weather and encourage golfing, biking, boating and other outdoor pursuits.

Fall – Colors displayed on the hillsides of Duluth rival any other part of the country and provide a scenic backdrop to all activities.

Spring – This is literally a sweet time. There are several maple syrup operations in the area. Water from the thawing ice rush down many streams right in town and more than one is home for trout.

Any time of year – it is fun to:

- Explore the quaint shops and restaurants of Canal Park
- Watch large ocean-going vessels and ships moving in and out of the harbor
- Enjoy Skyline Scenic Drive
- Visit numerous parks, campgrounds and resorts within easy driving distance
- Attend one of the hundreds of local events including the Farmer's Market, Grandma's marathon, the Tall Ships festival, Bear Grease Dog Sled race and many others
- Fish, fish, fish!

All the services and resources expected in a city are available in Duluth

International class entertainment including the Duluth symphonic orchestra, ballet, multiple museums, art galleries and theatrical companies.

Colleges and universities including Saint Scholastica College, University of Minnesota-Duluth, Lake Superior College, Duluth Business Institute and other professional institutions. In addition, the University of Wisconsin-Superior is available just over the bridge.

The Great Lakes Aquarium, Lake Superior Zoo, Hartley Nature Center and numerous neighborhood parks

St Lukes and St Mary's Hospitals along with other health care centers

Duluth International Airport provides direct and connecting flights.